

3. All corridors serving as access to exits at least a one (1) hour fire-resistance rating.

4. There is not more than 6.10 m of travel distance to reach an exit from entrance door of any living unit.

Exit Details

- Corridors with a required capacity of more than 50 persons shall be of sufficient width to accommodate the required occupant load but shall have a width of not less than 112 cm.
- Corridors with a required capacity of not more than 50 persons shall not be less than 91 cm.

Travel Distance

- Within any individual living unit to nearest exit = 15.50 m
- Entrance door to any apartment to an exit = 31 m if not sprinklered, 46 m if sprinklered

Discharge from Exits

- Discharge from exits shall be the same as required for hotels

Segregation of Dwellings

- Dwelling units in row apartments shall be separated from each other by partition walls having a fire resistance rating of four (4) hours. Such walls shall be constructed solidly and continuously from the ground to level one (1) meter above the ridge line of the roof.

Protection of Vertical Openings

Same as for hotels

Alarm System

- 4 or more storey in height or more than 12 units shall have automatic fire alarm and detection system
- 3 storeys or less shall be protected with manual fire alarm system, dwelling units shall be installed with single station or multi-station smoke detectors



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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
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OFFICE OF THE SECRETARY

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MEMORANDUM CIRCULAR

NUMBER: **2011-05**

TO : ALL REGIONAL DIRECTORS, PROVINCIAL, DISTRICT, CITY AND MUNICIPAL FIRE MARSHALS

SUBJECT : INTENSIFYING FIRE SAFETY ENFORCEMENT IN THE BUREAU OF FIRE PROTECTION AND INSTITUTIONALIZING STANDARD PROCESSES IN THE CONDUCT OF INSPECTION AND DEFINING ACCOUNTABILITIES OF CONCERNED BFP PERSONNEL IN THE INSPECTION AND ISSUANCE OF FIRE SAFETY INSPECTION CERTIFICATE

Ensuring public safety is a policy of the state and a mandate of this Department to which we adhere to the highest degree.

With report reaching this Department of violations relative to the issuance of Fire Safety Inspection Certificate (FSIC), you are hereby ordered to strictly enforce RA 9514 and its implementing rules and regulations on the matter of fire safety inspection and issuance of the FSIC and other clearances.

Henceforth, the following guidelines must be observed in the course of the fire safety inspection by the respective Fire Marshals of establishments, buildings, structures and facilities and occupancies ("occupancies" for brevity) within their territorial juris-

diction:

1. Fire safety inspection must be conducted promptly, ensuring that the fire safety requirements under Rule 10 of the Implementing Rules and Regulations (IRR) of RA 9514 are strictly complied with. No FSIC shall be issued without the full compliance to the provisions of Section 7 of RA 9514.
2. A routine fire safety inspection of all occupancies within their area of responsibility shall be conducted by the respective City/Municipal Fire Marshal or his authorized representative and shall ensure that all inspection shall have been completed before the end of the year. The City/Municipal Fire Marshal shall ensure that an inspection is actually conducted as he is the primary official responsible, therefore in the event of any failure or lapses to conduct the same. Thereafter, an accomplishment report shall be made by the City/Municipal Fire Marshal to his immediate superior and indicating thereat those who are compliant and those who have violations. No FSIC shall be issued if no inspection has been made.
3. In addition to "Notice to Comply/Notice to Correct Violations" to the erring occupancies, the City/Municipal Fire Marshal shall then issue written report notifying the Local Chief Executive wherein all the local names of non-compliant establishments are listed, and expressly stating therein a recommendation not to issue any of the following permits, or revoke existing ones, when applicable—Business or Mayor's Permit, Permit to Operate, Occupancy Permit, PHILHEALTH Accreditation for Hospitals, DOH License to Operate, and other licenses being issued by the local government unit (LGU). The written notice to the LGU must be submitted within the seven (7) calendar days following the last month of the quarter when inspection is conducted.
4. For all occupancies, specially residential, storage, health care and public assembly occupancy, the Provincial/District Fire Marshal shall conduct a bi-annual audit by making actual verification and examination

Subdivision of Building Spaces

No Sprinkler

Separation of rooms shall be at least 1 hour fire resistance rating

With Sprinkler

Separation shall be at least ½ hour
Apartment Buildings (Section 10.2.12.4)

Exit Details

- Every living unit shall have access to at least two (2) separate exits.

Exception 1: Any living unit, which has an exit directly to the street or yard at ground level or by way of an outside stairway that serve a maximum of two units or an enclosed stairway with fire-resistance rating of one (1) hour or more serving that apartment only and not communicating with any floor below the floor of exit discharge or other area not a part of the apartment served, may have a single exit.

Exception 2: Apartment buildings of not more than three storeys in height with not more than six (6) living units per floor, with a smokeproof enclosure or an outside stairway as the exit, immediately accessible to all apartments served thereby, may have a single exit.

Exception 3: Any building not more than three (3) storeys in height with no floor below the floor of exit discharge or, in case there is such a floor, with the street floor construction of at least one-hour fire resistance, may have a single exit, under the following conditions:

1. The stairway is completely enclosed with a partition having a fire resistance rating of at least one (1) hour with self-closing fire doors protecting all openings between the stairway enclosed and the building.
2. The stairway does not serve any floor below the floor of exit discharge,

Fire Detection and Alarm Systems

- a. An automatic fire detection and alarm system shall be provided for any hotel or dormitory having accommodations for fifteen (15) or more guests. For less than 15 guests, a manual fire alarm system shall be installed.
- b. Every sounding device shall be of such character and so located as to arouse all occupants of the building or section thereof endangered by fire.
- c. An alarm-sending station and manual fire alarm box shall be provided at the hotel desk or other convenient central control point under continuous supervision of responsible employees.
- d. Suitable facilities shall be provided for immediate notification of the BFP.
- e. Positive fire alarm sequence may be permitted.
- f. Hotels and dormitories including its guest rooms and guests suites shall be required to be equipped with both audible and visible notification appliance.
- g. In hotels and dormitories not equipped with automatic fire detection and alarm system, guest rooms, living area and sleeping rooms within a guest suite shall be installed with single-station smoke detectors.

Protection of Vertical Openings

- Any required exit stair which is so located that it is necessary to pass through the lobby or other open space to reach the outside of the building shall be continuously enclosed down to the lobby level.
- No floor below the floor of exit discharge, used only for storage, heating requirements, or other than hotel occupancy open to guest or the public, shall have unprotected openings to floors used for hotel purposes.

Extinguishing Requirements

- All buildings shall be protected throughout by an approve, supervised sprinkler system except in buildings where all guest sleeping rooms or guest suites have a door opening directly outside at the street or grade level or exterior exit access in buildings up to and including three (3) storeys in height.

that the fire safety inspection reports submitted by the City/Municipal Fire Marshals are in accordance with the provisions of RA 9514 and its IRR. Any finding derived from the audit shall be indicated in the written bi-annual report submitted to the Regional Director. The same period of inspection and report mentioned in the preceding paragraphs applies in the conduct of audit and actual verification. The Provincial/District Fire Marshal shall be primarily accountable for failure to conduct the requisite audit subject of this provision.

5. All bi-annual reports furnish to the Regional Director shall be submitted to the Chief, BFP who is under obligation to make the same report to the Secretary of this Department.
6. The foregoing guidelines are mandatory in nature and any violation committed by the responsible officials mentioned herein shall be meted with penalties set forth in Section 11 (2) and sub-articles of RA 9514.
7. This Memorandum Circular shall take effect immediately.

For strict compliance.


JESSE M. ROBREDO
Secretary

